

# Part-Time Adult Librarian

City of Royal Oak – Public Library

**Pay Rate:** \$20.00 - \$26.00 per hour (DoQ)

**Hours:** Up to 20hrs per week - May vary up to 1,400 hours/year\*

weekly alternating schedule:

1. Tuesday 12pm-9pm and Saturday 9am-6pm
2. Monday 9am-6pm and Tuesday 12pm-9pm

A **Part-Time Librarian**, upon application, shall have the following training and experience:

Required: 1. Master's Degree in Library Science or equivalent from ALA Accredited School  
2. Experience in a facility with online reference information and database tools

Preferred: Two years professional public library experience

Working knowledge of Sirsi and Enterprise library information systems

**GENERAL STATEMENT OF DUTIES:** Serving the Adult Services department of the Royal Oak Public Library, the part time librarian serves at the public reference information desk and assists with the preparation of tools to guide users to library resources or promote aspects of library services and collections.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** A part time librarian may be called upon to do any or all of the following:  
(These examples do not include all of the tasks which the employee may be expected to perform.)

Provide reference information services and readers advisory services

Provide advice in use of the library systems and resources

Provide advice in use of internet information resources

Participate in collection development, evaluation and weeding

Assist with web content updates

Conduct computer-based instruction

Prepare bibliographies

Prepare library displays

Develop and implement public programs

## **QUALIFICATIONS FOR EMPLOYMENT:**

Demonstrable knowledge of literature

Demonstrable ability to work with the public professionally and pleasantly

Knowledge of readers' interest level and ability to stimulate interest in use of library facilities

Demonstrable team spirit; ability to establish an excellent relationship with library staff

Excellent verbal and written communication skills

Excellent interpersonal skills

Demonstrable knowledge of current library technology and MS Office products

Ability to reach, bend, stretch and stand for long periods

Flexible schedule

**APPLY:** The Human Resources Department must receive a completed City of Royal Oak *employment application*  
**no later than: Friday, January 22, 2016 at 12:00 PM.**

Application packets are available online at [www.romi.gov/jobs](http://www.romi.gov/jobs) or  
in the Human Resources Office at City Hall, 211 S Williams St, Royal Oak, MI 48067.

*\*For a new hire, where based on the facts and circumstances at their start date, it cannot be determined that the employee is (a) reasonably expected to be employed on average at least 30 hours per week (or 130 hours per month), or (b) the employee is expected to work at least 30 hours per week (or 130 hours per month) initially, but the period of employment at more than 30 hours per week (or 130 hours per month) is reasonably expected to be limited, and the employer cannot determine that the employee will work on average at least 30 hours per week (or 130 hours per month) over the initial measurement period City of Royal Oak will use the adopted Initial Measurement Period to determine full-time status for the subsequent Stability Period. Employees in this position are not reasonably expected to work over 30 hours per week over the Initial Measurement Period.*